



DEPARTMENT OF THE ARMY
HEADQUARTERS, 6TH BRIGADE (PROFESSIONAL DEVELOPMENT)
500 SW 42ND STREET
TOPEKA, KANSAS 66609-1241

REPLY TO
ATTENTION OF

S: 30 November 2003

AFRC-TOK-F (140)

25 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Executive Officer (XO) Vacancy

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. Applications are now being accepted for the following position as indicated below:

BRIGADE XO, 6th Brigade (PD), Topeka, KS; GRADE: Lieutenant Colonel; Branch: IM; AOC: O1A. Position available upon selection.
3. Applicants will possess the following prerequisites:
 - a. Be presently in the grade for the position or selected for promotion.
 - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
 - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
 - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If, not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-F (Mr. Nelson), to arrive not later than **30 November 2003**. The application will consist of the following items:
 - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.
 - b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.

AFRC-TOK-F

SUBJECT: Announcement of Brigade Executive Officer (XO) Vacancy

- c. Biographical Summary, as shown at enclosure 2.
 - d. Verified up-to-date copy of DA Form 2B (PQR).
 - e. DA Form 2-1, signed and dated by the applicant or DA Form 4037, (Officer Record Brief) for IMA/IRR Officers.
 - f. Copy of applicants last three (3) Officer Evaluation Reports (OER).
 - g. Commander's statement shown at enclosure 3.
 - h. Statement of Travel Distance, if applicable, shown at enclosure 4.
 - i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).
- 5. Application packets may be forwarded directly to this headquarters.
 - 6. Qualified applicants will be notified of the personal interview schedule, if applicable.
 - 7. POC is Mr. Lenroy J. Nelson 785-267-6243, 888-826-4940 ext 236, Fax 785-274-0105, E-Mail nelsonlj@usarc-emh2.army.mil

- 5 Encls
- 1. Transmittal Ltr
 - 2. Biographical Summary
 - 3. Commander's Statement
 - 4. Travel Statement
 - 5. Sample Packet Arrangement

//ORIGINAL SIGNED//
ALFRED B. CARLTON
COL, AD, USAR
Commanding

DISTRIBUTION:

Cdr, 95TH Div (IT) Brigades
Cdr, AR-PERSCOM, ATTN: ARPC-OMP-O, 9700 Page Avenue, St Louis, MO 63132-5200
Cdr, 75th Div (EX), ATTN: AFRC-TOK-PR, 1850 Old Spanish Trail, Houston, TX 77054
Cdr, 89th RSC, ATTN: AFRC-TOK-PR, 2600 Woodlawn, Wichita, KS 67720
Cdr, 90th RSC, ATTN: AFRC-CAR-PRR, 8000 Camp Robinson Road, N Little Rock, AR 72118
Cdr, Fifth US Army, ATTN: AFKB-PR, Ft Sam Houston, TX 78234-7000
Cdr, 19th TAACOM, ATTN: AFRC-TAIA-PE, 225 East Army Post Road, Des Moines, IA 50315

TRANSMITTAL LETTER EXAMPLE

Date

JEFFERSON, Thomas E., 000-000-000, 1LT/CPT

SUBJECT: Announcement of the Brigade XO Vacancy

**President
HQ, 6th Brigade (PD) Officer Vacancy Selection Board
ATTN: AFRC-TOK-F (Mr. Lenroy Nelson)
500 SW 42ND Street
Topeka, KS 66609-1241**

1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 95th Division (IT). I would like to be considered for the following position:

As advertised in referenced memorandum

2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:

- a. Official Photograph**
- b. Biographical Summary**
- c. DA Form 2B**
- d. DA Form 2-1**
- f. Officer Evaluation Reports (last 3)**
- d. Commanders Statement**
- e. Mileage Statement**

3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010

**7 Encls
as**

**THOMAS E. JFFERSON
1LT/CPT, IN, USAR**

Encl 1

BIOGRAPHICAL SUMMARY

As of _____

JEFFERSON, Thomas Edward, 000-00-0000

First Lieutenant/Captain, Infantry, USAR

Date and Place of Birth: 4 July 1940, Jefferson, Iowa

Mandatory Removal Date: 15 March 2000

Home Address: 1700 Shirley Road, North Potomac, Maryland 20878-2200

Home Phone Number: (239) 555-1000

Present Assignment: ARPERCEN, Control Group (Individual Mobilization Augmentee)

**Civilian Occupation: Executive Vice President, DFS Corporation
Gaithersburg, Maryland**

Business Phone Number: (239) 555-1200 E-Mail: JeffersonT@usarc.mil.com

Enlisted Service:

RA 20 January 1960 – 9 September 1963

Source and Date of Commission or Appointment:

ROTC, 15 March 1964 (Distinguished Graduate)

Total Years of Commissioned Service: (Active Duty and Active Reserve)

Over 27 years

Total Years of Service:

Over 31 years

Military Education: (Resident or Nonresident)

Year Completed

Educational Degrees:

Year received

(School, City, State – degree, major, date)

Univ of Iowa, Iowa City, Iowa B.A. Political Science

1971

Antioch School of Law, Washington, D.C.

J.D. 1985

Decorations, Service Medals, and Badges:

(List by precedence) (year awarded)

Bronze Star

Meritorious Service Medal with Two Oak Leaf Clusters

19--

**Army Reserve Components Achievement Medal with
Two Oak Leaf Clusters**

JEFFERSON, Thomas E., 000-00-000

As of _____

Decorations, con't

(year awarded)

National Defense Service Medal

19--

Vietnam service Medal with Four Bronze Service Stars

Army Service Ribbon

Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge

Republic of Vietnam Campaign Medal

Chronological List of Appointments

2LT	USAR	7 Jun 62
1LT	AUS	23 Apr 64
CPT	USAR	20 Oct 66

Chronological Record of Duty Assignments:

From To

(by category in chronological order without abbreviation and use OER dates)**ACTIVE DUTY (show casual status and non-rated periods)**

Student, Engineer School, Fort Belvoir Jun 62 Feb 63

Casual Status Feb 63 Mar 63

Platoon Leader, Company C, 701 st Engineer Battalion		
(Combat), 16 th Infantry Regiment – Vietnam	Apr 63	Dec 64

USAR – Not on Active Duty

Control Group (Annual Training) Jan 65 Aug 65

Student, USAR Schools Sep 65 Feb 67

Control Group (Reinforcement) Feb 67 May 67

ARNG – Not on Active Duty

Plans & Policy Officer (IMA), Fort Huachuca, AZ Oct 70 Jan 74

Plans & Policy Officer, 103rd Corps Support Command

Des Moines, Iowa Jan 74 Feb 79

Executive Officer, 3 rd Battalion, 75 th Field Artillery		
Houston, TX	Aug 79	Aug 82

USAR – AGR

Personnel Management Officer, Engineer Branch		
OMPD, RCPAC, St Louis, MO	Aug 82	Oct 86

Staff Officer, Personnel Division, OCAR		
Washington, D.C.	Oct 86	Mar 88

USAR – Not on Active Duty

Engineer Staff Officer (IMA), Office of the Chief Engineers, Washington, D.C.	Mar 88	Present
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(Put addendum on a separate page)

Encl 2

BIOGRAPHICAL SUMMARY, ADDENDUM A
Civilian Occupation

JEFFERSON, Thomas E., 000-00-000

As of _____

**Civilian Occupation: Executive Vice President, DFS
Corporation, Gaithersburg, Maryland**

Nature, Scope, and Extend of Responsibilities:

Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents and has overall responsibilities for 200 employees at three location. Annual operation budget for 1995 is in excess of 9 million. Position requires worldwide travel to customer location

(Signature and Date)

**DO NOT INCLUDE ANY CIVIC OR COMMUNITY
ACTIVITY STATEMENTS ON THIS PAGE**

Encl 2

COMMANDER'S STATEMENT

NAME OF OFFICER _____
(Last, First, MI)

RANK _____ SSN _____ DOB _____

ARMY PHYSICAL FITNESS TEST

Results (Passed/Failed _____) Date of last testing: _____
If failed, status _____

If an alternate APFT was administered a copy of the profile is attached Yes No NA

Documentation to substantiate cause if APFT not taken due to medical reasons
Yes No NA

WEIGHT STANDARDS:

AGE _____ Current Height: _____ Current Weight _____ Max Allowable Weight _____

*If standards exceeded include either DA Form 5500-R, Body Fat Content Worksheet (Male) or DA Form 5501-R, Body Fat Worksheet (Female), as appropriate. Yes No NA

I certify that I have personally verified all information contained herein.

(SIGNATURE OF OFFICER'S IMMEDIATE COMMANDER)

(TYPED OR PRINTED NAME, GRADE AND DUTY TITLE)

(Date)

Figure A-2-Commander's Statement

STATEMENT OF TRAVEL DISTANCE

Mileage from my home address to the Position being considered for is:

Approximately _____ miles. If selected for assignment, method of

Travel will be by _____.

**I will be available to participate in all administrative and MUTA drills,
regardless of distance.**

I may be reached at the following telephone numbers:

Business Hours _____

Home Telephone _____

(SIGNATURE)

(TYPED OR PRINTED NAME, GRADE, SSN)

(DATE)

Figure A-3-Mileage Statement

PACKET FORMAT

LABEL

1	2	3
MUSARC		
4	5	

1. Rank
2. L Name, F Name MI
- 3.
4. SSN
5. Branch

INSIDE THE PACKET

LABEL

DOCUMENTS WILL BE IN A MANILA FOLDER ARRANGED AS FOLLOW
WITH THE FIRST ITEM SHOWN ON TOP. FASTEN WITH ECO FASTENER

STAPLED TO THE LEFT SIDE(INSIDE)

1. Transmittal Ltr

FASTENED TO THE RIGHT SIDE

1. Photograph
2. Biographical Summary
3. 2B (SIDPERS-PQR) or ORB
4. DA Form 2-1
5. Last 3 OERs
6. Commanders Stmt
7. **Mileage Stmt (If applicable)**

